



UNITED STATES OF AMERICA
AGENCY FOR INTERNATIONAL DEVELOPMENT
REGIONAL ECONOMIC DEVELOPMENT SERVICES OFFICE
EAST AND SOUTHERN AFRICA
KENYA

UNITED STATES POSTAL SERVICE
REDSO/ESA
UNIT 64102
APO AE 09831 - 4102

INTERNATIONAL POSTAL ADDRESS
REDSO/ESA
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Health Care Financial Analyst
USAID/REDSO/ESA
Regional Population Health and Nutrition

Solicitation No: 623-S-05-003

Issuance Date: November 1 2004

Closing Date: November 30, 2005 1500 hrs Kenya Time

Dear Sir or Madam:

SUBJECT: SOLICITATION FOR USPSC/ THIRD COUNTRY NATIONAL
(TCNPSC) PERSONAL SERVICES CONTRACT – HEALTH CARE
FINANCIAL ANALYST.

The United States Government, represented by the U.S. Agency for International Development Regional Economic Services Office for East and Southern Africa (USAID/REDSO/ESA) is seeking applications from persons interested in providing the services described in this Request for Proposals (RFP).

Submissions shall be in accordance with the attached information at the place and time specified. Further, applicants must be available to start work by on or about March/April 2005 or earlier. This availability shall be indicated on the OF 612 or SF 171. Applications shall be submitted by either email, facsimile or ordinary mail to reach REDSO by the closing date and time.

If sent via courier use:

USAID/REDSO/ESA
Regional Acquisition and Assistance Office
Attn: William Ndinya
RFP 623-S-05-003
ICIPE COMPLEX,
KASARANI ROAD,
NAIROBI, KENYA

If sent via U.S. mail use:

USAID/REDSO/ESA
Regional Acquisition and Assistance Office
ATTN: Patrick Muthee
RFP 623-S-05-003
Unit 64102
APO AE 09831-4102

If sent via International or Kenyan mail use:

USAID/REDSO/ESA/RCO
Attn: William Ndinya
RFP 623-S-05-003
P.O. Box 30261
00100 Nairobi, Kenya

If sent via facsimile and/or email use:

Fax: +254-2-860949
email: wndinya@usaid.gov

Late applications shall not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 15.412.

Applicants are requested to provide their full mailing address with telephone, facsimile numbers and email address.

USAID/REDSO/ESA anticipates awarding one (1) U.S. Personal Services contract as a result of this solicitation. The period of performance shall be two years with 3 annual options to extend for up to a total of five (5) years provided that there is a continuing need for the services, funds are available and satisfactory or better performance. USAID/REDSO/ESA reserves the right not to award any contract as a result of this solicitation.

Applicants should retain for their records copies of all enclosures which accompany their submission. Any attachments provided via email shall be in Microsoft Word 2000. Applications shall consist of the following documents (Subject line should read RFP No.: 623-S-05-003):

- OF 612, duly completed and signed.
- Resume or CV, optional
- Telephone numbers, fax numbers and email addresses for all references.

Sincerely,

Pamela Morris
Regional Contracting Officer

1. SOLICITATION NUMBER: 623-S-05-003
2. ISSUANCE DATE: October 25 2004
3. CLOSING DATE/TIME SPECIFIED
FOR RECEIPT OF APPLICATIONS: November 30, 2004, 1500 hrs
Kenya Time
4. POSITION TITLE: Senior Democracy and Governance Advisor for
USAID/Rwanda. USPSC/TCN
5. MARKET VALUE: The position is classified at the equivalent of a GS 15,
with an annual salary range of \$87,439to \$113,674. Salary is not negotiable
beyond this range. Final compensation will be based on the individual's salary
and work history, experience, and educational background.
6. PERIOD OF PERFORMANCE: Base of 2 years with 3 one-year options to
extend up to a maximum of 5 years.
7. PLACE OF PERFORMANCE: Nairobi Kenya
8. POSITION DESCRIPTION: (See below)

POSITION DESCRIPTION
USAID/REDSO/ESA
Health Care Financial Analyst

BACKGROUND

I. BACKGROUND

Most countries of East and Southern Africa are currently undergoing major political and economic changes and the continuing rapid growth of the populations of these countries is placing ever-increasing pressure on the social services, in particular on the capabilities of governments to provide adequate health services to their populations. African governments, as governments elsewhere, are finding that the financial resources needed to support health services are becoming increasingly constrained and in most cases are not even adequate to support even the most basic services to their populations. As a consequence, Africa governments are becoming centralized, government dominated and supported services delivery systems - in which to provide as well as finance the growing demand for health services. The long term viability and sustainability of health delivery programs in these countries are contingent upon them developing the means for both generating and effectively allocating the finances needed to provide health services to their population. Success in this endeavor is crucial for long-term improvement of the health and well-being of Africa's population and for ultimately slowing continuing rapid population growth.

To guide ESA Missions in developing results packages and programs or components in health financing which will help the countries in this region to deal with these issues, REDSO/ESA will fill the position of Health Care Financing Advisor and provide funds for analyses, research and information dissemination activities.

II. SCOPE OF WORK:

A. General Tasks:

The role of the Health Care Finance advisor (HCFA) is to work with REDSO/ESA/PHN, ESA missions, The African Bureau in Washington, and national decision-makers, to analyze the economic and financing factor which affects the impact, efficiency and financial sustainability to national PHN (including AIDS) programs. The HCFA will identify appropriate policy reforms in the health and financial sector and develop (and implement) plans of action (which may include policy reform agendas, cost-recovery, improvement of fiscal management, decentralization programs, health insurance, etc.) to improve the sustainability of PHN program operations. The HCFA will identify alternative ways of financing health and population services, including a shift of some of the burden from the public to the private sector for support for these services and advise USAID Missions. In doing so, the HCFA will work with missions in host country governments in developing strategies and implementing these strategies. The HCFA will monitor and evaluate of health financing activities, as well as fiscal policy reforms, undertaken in the countries in the region, in order to increase the financial viability and sustainability of their health and population programs, including the development of policies directly related to the implementation of these strategies. The HCFA will participate fully with other REDSO/ESA staff, with the Africa and Global Bureaus, with ESA missions and with other partners in the region to develop an appropriate analytical and research agenda to support the further development of the health financing sector in the ESA region. In addition, the HCFA will, as necessary, provide assistance to ESA missions in program design, monitoring and evaluation of their child survival, health, population and AIDS activities and projects.

B. Specific duties and Responsibilities:

(1). Definition of Research Agenda: In conjunction with other REDSO/ESA/PHN staff Africa and the Global bureau, the HCFA will identify health financing research issues, design, conduct follow-up workshops, and conferences planned for the identification and definition of relevant issues in health financing in the ESA region.

(2). Strategic Analyses: The HCFA will conduct analyses which will guide the development of health care financing strategies and action plans for countries in the ESA region. He/She will interact with Africa and the Global Bureaus, ESA missions, other donors, ESA ministries of health and other regional partners to identify priority areas for research, in-depth analyses, and/or multi-country studies to fill information gaps. In addition, the HCFA will collect and synthesize of data and information already available in the area of health care

financing and facilitate the dissemination of this information to missions and appropriate ESA country institutions.

(3). Health Care Financial Strategies and Action Plans: Working with the syntheses and data analyses and with Mission and other appropriate staff (host country counterparts, Africa and Global Bureau staff, etc.), the HCFA will develop appropriate strategies and action plans in the health financing area for individual mission and country programs which will lead to a greater degree of financial sustainability.

(4). PHN Fiscal Policy Reform: The HCFA will work with ESA missions to identify, program, implement, monitor and evaluate appropriate health care-financing activities/projects and results packages which can lead to or which implement fiscal reforms in the PHN sectors. He/She will identify "points of leverage" and target of opportunity relative to specific mission investments, especially in the private and NGO sectors.

(5). Regional Analysis/Strategy Development: The HCFA will conduct regional health care financing analyses to identify region-wide priorities to improve efficiency, increase resource availability, and promote more appropriate allocation of resources within the sector.

(6). Impact Assessment: The HCFA will work with REDSO/PH, ESA missions, and counterpart organizations to develop appropriate measures for monitoring the impact of health care financing activities, particularly those in the private sector, as well as the impact of financial/economic reforms on performance and sustainability of health and population programs. He/She will prepare analyses of program impact for ESA missions.

(7). Coordination: The HCFA will develop plans for Missions concerning donor coordination on health care financing issues in the ESA region, and to the extent possible will serve as REDSO/ESA liaison and principal source of information on regional population and health care financing issues.

(8). Information Dissemination: The HCFA will circulate relevant reports and documents to all interested parties; plan and lead, as appropriate, follow-up seminars, workshops, and conferences for discussing and dissemination information about health care financing. All disseminated information will also be held in the REDSO/ESA/PH resource center.

(9). Resource Mobilization: The HCFA will work with ESA countries in identifying and obtaining resources needed to carry out specific health care financing activities and reforms (for example, TA, pilot cost-recovery approaches).

(10). U.S.A.I.D. Documentation: The HCFA will prepare USAID documentation related to health financing activities and projects and fiscal reforms in the sector (e. g condition precedents for disbursements of funds under non-project assistance, descriptions of cost-recovery components, etc.); prepare financial and economic analyses for project and program designs.

III. BENEFICIARIES

The HCFA will work directly with host governments, local non-government agencies and ESA missions in the planning and conduct of analyses aimed at strengthening financial sustainability of local PHN programs. The HCFA is likely to work directly with staff from planning and research units in Ministries of Health, Planning and/or Finance, and with private sector and other non-governmental organizations involved in the PHN sector. Furthermore, USAID - supported PHN efforts will be strengthened by the increased analytic capability at REDSO/ESA in the health care financing area, and through provision of direct technical assistance for the development and implementation of health care financing activities and reforms in the countries of this region.

IV. WORKPLANS AND REPORTS:

The HCFA (in consultation with his/her supervisor) will prepare an annual work plan based on request from missions for the advisor's services, and on priority programs in the region based on REDSO/ESA/PH preliminary analyses. The work plan will be agreed to with the Chief, REDSO/ESA/PH, who will directly supervise the HCFA and be responsible for preparing an annual employee evaluation on his/her performance. In addition to responding to requests from USAID Missions in the region for technical assistance, the HCFA will be required to devote approximately 40 % of this/her time to the development of networks in the ESA region of individuals and institutions involved in the health care financing field. This latter task entails being involved in information/experience activities in the region.

The HCFA will prepare short trip report on each TDY.

V. PERIOD OF PERFORMANCE:

The HCFA will provide the services described above for a minimum of two years, with the option to extend for up to a five years. The identification and implementation of reforms in this area will require considerable time and effort, and it is anticipated that the HCFA would stay at REDSO/ESA for at least three years.

VI. QUALIFICATIONS:

- A. Education: Masters Degree in health economics, business administration, public health administration, or health care reform and financing. Doctorate level degree with emphasis on health care financing is highly desirable.
- B. Prior Work Experience: A minimum of 12 years relevant experience working in developing countries as a health care financing advisor, preferably in Sub Saharan Africa. Relevant experience include:
1. Experience as an advisor on health economics/financing and fiscal policy reforms in sub-Saharan Africa, with long term work in these countries preferred.
 2. Professional experience working in developing countries, preferably in sub-Saharan African, with long term work in these countries preferred.
 3. Experience in program/project design, implementation, monitoring and evaluation.
 4. Experience in economic and administrative analyses.
 5. Experience in dealing with health care financing in both the public and private sectors, including the NGO sector, in developing countries, with special consideration given to demonstrated hand-on experience in developing new ways of financing health/population programs/projects within the governmental structure and/or developing and implementing innovative health care financing projects/activities in the private sector in developing countries, preferably in sub-Saharan Africa.
- C. Language Proficiency:
- Fluency in English required, must be able to write clearly.
Fluency in French highly desirable.
- D. Knowledge:
- The HCFA must have knowledge of developing country bureaucratic structures and procedures as well as private sector institutions involved in health programs. He/She also must have excellent knowledge of fiscal planning and economic and financial analysis, and be able to identify and analyze economic and fiscal policy reform issues, as well as appropriate roles for external donors in reforms programs.

E. Special Skills:

The HCFA must have excellent skills in communication and writing as well as a facility with electronic data analysis and presentation. In particular, he/she should possess demonstrated skills in work processing, spreadsheets, statistical packages and graphics.

VII SUPERVISION AND RELATIONSHIPS

The advisor will be supervised by the Director, Population Health Office REDSO/ESA, who will approve work plans and monitor performance both at REDSO and through periodic reports and feedback from missions. The advisor will function according to USAID policies, previous training, accepted practice, and programmatic guidance and periodic instructions provided by the supervisor or REDSO/ESA mission management. The advisor will work with the REDSO/ESA/PH staff, staff of ESA missions, host government officials, non-governmental officials and private individuals as required fulfilling major duties and responsibilities.

QUALIFICATIONS AND SELECTION CRITERIA

General:

USAID/REDSO expects to award a personal services contract for an offshore hire U.S. citizen or third country national for a one year period from o/a March/April, 2005 to o/a March/April 2006, which period may be extended by mutual agreement subject to continued need, satisfactory performance and availability of funds.

The candidate must be capable of securing a U.S. Government "Employment Authorization" security clearance. S/he must also be able to secure a medical clearance to serve in Kenya.

The technical scope and management responsibilities of the program are complex, requiring the services of a highly qualified person with strong technical skills in Health Care Financing and Health Reform.

Education (5 POINTS)

Masters Degree in health economics, business administration, public health administration, or health care reform and financing. Doctorate level degree with emphasis on health care financing is highly desirable.

Prior work experience (40 POINTS)

1. Experience as an advisor on health economics/financing and fiscal policy reforms in Sub-Saharan Africa, with long term work in these countries required. **(8)**
2. Professional experience working in developing countries, preferably in Sub-Saharan Africa with long term work in these countries required. **(8)**
3. Experience in program/project design, implementation, monitoring in health care analysis and evaluation. **(8)**
4. Experience in economic, health care, and administrative analyses. **(8)**
5. Experience in dealing with health care financing in both the public and private sectors, including NGO sector, in developing countries, with special consideration given to demonstrated hand-on experience in developing new ways of financing health/ population programs/projects within the governmental structure and/or developing and implementing innovative health care financing projects/activities in the private sector in developing countries, preferably in Sub-Saharan Africa. **(8)**

Knowledge (50 POINTS)

1. Demonstrated professional knowledge of developing country bureaucratic structures and procedures as well as private sector institutions involved in health programs. **(7)**
2. Demonstrated professional knowledge of health care fiscal planning, economic and financial analysis. **(15)**
3. Indications of ability to identify and analyze economic and fiscal policy reform issues. **(8)**
4. Indications of ability to identify appropriate roles for external donors in economic/ fiscal policy reform programs. **(7)**
5. Demonstrated capability to write and present arguments clearly in English. **(8)**
6. Fluency in French. **(2)**
7. Demonstrated skills in word processing, spreadsheets, statistical

packages and graphics. (3)

Interpersonal and team skills (5 POINTS)

1. Strong interpersonal skills and proven ability to work with a wide range of partners in a complex cultural and bureaucratic environment. (3)
2. Ability to work effectively on a team. (2)

Notice to Applicants: The USAID reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

8. Special Skills. The candidate must have strong analytical and management skills, as well as the ability to multi-task. Must be knowledgeable of and able to effectively use word processing and data management systems and applications, including Microsoft Windows, Word, Excel, Internet, and e-mail applications.

VIII. Period of Contract

Subject to the availability of funds, this will be a two-year contract, with an option to USAID of three one-year extensions, if acceptable to both USAID and the contractor. The intended start date on or about March/April 2005. Exercising the said options will depend on continuing need of the services, availability of funds and satisfactory or better performance, pursuant to FAR 52.217-9.

IX. Medical and Security Clearance Requirements

1. The successful applicant must receive medical clearance for serving in Kenya. Details of how to obtain US Department of State Medical Unit medical clearance will be provided once a job offer is made and accepted.
2. The successful applicant must be able to receive USAID security clearance that involves applicant's comprehensive background investigation performed by a US Government Agency.
3. The successful applicant must be able to report to post in Nairobi, Kenya to assume duties promptly upon medical and security clearances being granted.

X. Compensation and Reimbursement in U.S. Dollars

1. Except to the extent reimbursement is payable in the currency of the Cooperating Country, USAID shall pay the contractor compensation after it has accrued and reimburse him/her in U.S. dollars for necessary and reasonable costs actually incurred by him/her in the performance of this contract.

2. The amount budgeted and available as personal compensation to the contractor is calculated to cover a calendar period of approximately 2 years which is to include: Vacation, sick, and home leave which may be earned during the Contractor's tour of duty (GP Clause 5).

Benefits and Allowances

As a matter of policy, and as appropriate, an off-shore PSC is normally authorized the following benefits allowances (NOTE: an individual defined as a Resident Hire employee may only be eligible for those benefits listed under item 1. below.)

1. BENEFITS

Employee's FICA & Medicare Contributions
Contribution toward Health & Life Insurance
Shipment and storage of Household effects
Shipment of POV (Private Own Vehicle)
Pay Comparability Adjustment
Annual Salary
Eligibility for Worker's Compensation
Annual & Sick Leave

2. ALLOWANCES (if applicable)*

- (A) Temporary Lodging Allowance (Section 120).
- (B) Living Quarters Allowance (Section 130).
- (C) Post Allowance (Section 220).
- (D) Supplemental Post Allowance (Section 230)
- (E) Separate Maintenance Allowance (Section 260).
- (F) Education Allowance (Section 270).
- (G) Education Travel (Section 280).
- (H) Post Differential (Chapter 500).
- (I) Payments during Evacuation/Authorized Departure (Section 600), and
- (J) Danger Pay (Section 650).

*Standardized Regulations (Government Civilians Foreign Areas)

3. FEDERAL TAXES: USPSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.

4. APPLYING:

Qualified individuals are required to submit a U.S. Government Optional Form 612 or SF 171 (available at the USAID website, http://www.info.usaid.gov/procurement_bus_opp/procurement/forms or internet: <http://fillform.gsa.gov>, or at Federal offices)

5. ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs)
(CONTRACT INFORMATION BULLETINS (CIBs)) PERTAINING
TO PSCs

[CIB89-29 - Use of Gov't Bills of Lading for Transportation of PSC Effects](#)
[CIB93-17 - Financial Disclosure Requirements Under a Personal Services Contract\(PSC\)](#)
[CIB94-9 - Sunday Pay for U.S. Personal Services Contractors \(PSCs\)](#)
[CIB96-19 - U.S. Personal Services Contract \(USPSC\) - Leave](#)
[CIB96-23 - Unauthorized Provision in Personal Services Contracts](#)

CIB's for 1997

[CIB97-16 - Class Justification for PSC with U.S. Citizens for Overseas Contracts of \\$250,000 or Less](#)
[CIB97-17 - PSCs with U.S. Citizens or U.S. Resident Aliens Recruited from the U.S.](#)
[CIB97-19 - Advertising for Short-Term Personal Services Contracts](#)

CIB's for 1998

[CIB98-11 - Determining Market Value for PSCs Hired Under Appendix D, Handbook14](#)
[CIB98-12 - Guidance Regarding Advertisement of PSCs](#)
[CIB98-14 - Change in Required Application Form for USPSCs](#)
[CIB98-16 - Annual Salary Increase for USPSCs](#)
[CIB98-19 - Home Leave Under U.S. Personal Services Contractors](#)
[CIB98-23 - Guidance Regarding Classified Contract Security & Contractor Personnel Security Requirements](#)
[CIB98-24 - Use of Compensatory \(Comp\) Time by PSCs](#)

CIB's for 1999

[CIB99-07 - Contractual Coverage for Medical Evacuation \(MEDEVAC\) Services](#)
[CIB99-09 - Personal Services Contracts \(PSCs\) Annual Health](#)
[CIB99-15 - Changes to AIDAR Concerning Resident Hires and Deviations](#)
[CIB99-22 - PSC Policy](#)

CIB's for 2000

[CIB00-03 - 2000 FICA and Medicare Tax Rates for Personal 2000 FICA and Medicare Tax Rates for Personal Services Contracts \(PSCs\)](#)
[CIB00-05 - "Supersedes CIB 99-9" Personal Services Contracts \(PSCs\) Annual Health Insurance Costs](#)
[CIB00-08 - Revision of Competitive Process - Personal Services Contracts \("PSCs"\) with U.S. Citizens](#)

CIB00-08(1) Revision of Competitive Process – Personal Services Contracts (“PSCs”) with U.S. Citizens, SUPPLEMENT

CIB01-05 Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals (TCNs)

CIB01-07 Clarification of the Extension/Renewal Policy Regarding Personal Services Contracts (PSCs)

CIB01-09 Competitive Process – Personal Services Contracts (“PSCs”) with U.S. Citizens for Support of HIV/AIDS and Infectious Disease Initiatives

CIB01-10 Revision of Medical Clearance Process – Personal Services Contracts (PSCs) with U.S. Citizens

CIB01-13 Posting USAID Solicitations and other Acquisition & Assistance (A&A) documents on the Business & Procurement Internet Site

CIB02-02 ES-06 Maximum Pay

LIST OF REQUIRED FORMS FOR PSCs

1. Optional Form 612 or SF 171 .
2. Contractor Physical Examination (AID Form 1420-62). **
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or **
4. Questionnaire for Non-Sensitive Positions (SF-85). **
5. Finger Print Card (FD-258). **

NOTE: Form 5 is available from the requirements office.

* Standardized Regulations (Government Civilians Foreign Areas).

** Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

- **Form 2.** Contractor Physical Examination (AID Form 1420-62). Upon notification of eligibility as USPSC you will have two (2) weeks to submit your completed Medical Forms in accordance with the instructions in Attachment A.

NOTE: (AID Form 1420-62) M/MED is committed to processing all USPSC medical clearances within 30 days of receipt, except when additional medical testing is required.